



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Lawrence J. Hogan, Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van T. Mitchell, Secretary

HEALTH OFFICER MEMORANDUM

DATE: January 29, 2015 **CCPC HO Memo # 15-04**

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Acting Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: **CRF-CPEST Program, Local Program Medical Overseer/Manager Designation Update**

In Health Officer Memo (HOM) #14-29— Each local CRF/CPEST program was requested to designate a Local Medical Overseer/ Manager as defined below and in HOM #13-42 via a signed form. Following further consultation with LHD Health Officers, we have determined **the current roles and job descriptions for LHD Health Officers and/or Deputy Health Officers are sufficient to cover the duties listed below associated with overseeing the LHD CPEST program clinically to the extent needed. Signed forms designating a Local Program Medical Overseer that have already been submitted by a LHD CPEST program are considered voided.**

Local Program Medical Overseer/Manager: a physician/nurse practitioner (e.g., Health Officer, Deputy Health Officer, Medical Director) at the local program who:

- answers medical questions and gives guidance to staff as needed;
- writes/approves medical protocols;
- works on/reviews policies and procedures for referral and linkages to care;
- gives guidance to staff on reimbursement for medical screening, diagnosis, and treatment charges;
- may review the entire case record on the patient from the various medical and administrative case managers for quality assurance, etc.; and/or
- may oversee the entire program.

Thank you for your input and vested interest in ensuring local CPEST programs have appropriate clinical oversight.

cc: Michele Spencer/Donna Gugel/Donald Shell
Courtney Lewis/Sarah Hokenmaier